

EASFAA Policies and Procedures

Revised May 2004

Introduction.....	2
Association Governance Committee	3
Annual Conference Committee	4
Awards Committee	5
Budget Committee.....	6
By-Laws Committee	7
Development Committee	8
Electronic Initiatives Committee	9
Federal Relations Committee	10
Graduate & Professional Concerns Committee.....	11
Long Range Strategic Planning Committee.....	12
Membership Committee	13
Multicultural Diversity Committee	14
Newsletter Committee	15
Nominations & Elections Committee	16
Non-Traditional Concerns Committee	18
Research Committee.....	19
Site Selection Committee	20
Training Committee	22
Advertising/Newsletter.....	23
Alcohol Reimbursement	23
Annual Budget, Construction & Management.....	24
Audit, Annual	25
Awards	26
Check Signing	27
Contracts	28
Credit Cards	29
Directory, Annual Membership	30
Dues, Annual Membership	31
Fee, Annual Conference Registration	32
Fee Waivers	33
Honoraria.....	34
Incorporation, Private Non-Profit	35
Investment Policy	35
Policies and Procedures.....	36
Refund, Annual Conference Registration Fee.....	36
Re-Print Permission.....	37
Reserve Fund.....	37
Rooms, Complimentary	38
Sponsors & Vendors.....	39
Tax Exempt Status	40
Travel Expense Reimbursement	41
Voting Policy.....	42

Introduction

This EASFAA Manual of Policies and Procedures consists of:

- Policy and procedure statements for the Standing Committees specified in the By-Laws
- Policy and procedure statements for Ad-Hoc Committees
- Policy and procedure statements covering miscellaneous events and issues that routinely occur in the activities and governance of the Association.

There are four (4) Standing Committees of the Association. All other committees are Ad-Hoc. The Standing Committees are as follows:

- Committee for the Annual Conference
- Committee for Nominations and Elections
- Committee for Budget
- Committee for Membership

Policies are specific courses of action adopted to achieve certain ends. Procedures are administrative steps put in place to help implement policies. The EASFAA Regional Council has formally adopted the policy statements in the attached manual. The procedural steps and all other text constitute approved courses for implementing each policy. Officers, Committee Chairs, etc. should look to the procedural text for guidance in policy implementation but need not be precisely bound by those statements.

Each year the Regional Council adopts a line-item budget for the Association. Because it is a "living document" the budget frequently changes through the year to meet changing needs of the Association. Similarly, *this Manual of Policy and Procedures should provide a reference for governing the activities of the Association and should be a facilitating document, not an inhibitor.* It is, therefore, appropriate and necessary for the Executive Council to periodically review and, as necessary, add, delete and amend this Manual. The Manual is to be maintained by the EASFAA Secretary. The responsibility for its up-to-date accuracy should rest with this office.

Association Governance Committee

PURPOSE:

To develop restructuring plans for a new and revitalized Association.

DUTIES:

1. Evaluate structure of Council and recommend changes as necessary.
2. Oversee implementation of the strategic plan.
3. Survey membership when appropriate.

MEMBERSHIP:

1. Chair, Vice-president.
2. Two to three additional members appointed by the Chair with approval from the President.

TENURE:

Vice-president's tenure related to office.
Others, one year, but may be reappointed.

QUALIFICATIONS:

Membership in the Association.

APPROVED: February 1997

Annual Conference Committee

PURPOSE:

To plan, organize and execute all facets of the annual conference.

DUTIES:

1. Plan all sessions (breakout and general) including scheduling, room assignments, speakers, presenters, moderators, etc.
2. Negotiate meals, breaks, etc with the hotel, including menu selection and prices.
3. Propose a tentative conference budget, registration estimate and conference fee to the Regional Council for the Fall meeting and firm numbers for Council approval at the Winter meeting.
4. Registration fee for Conference Committee members should be reduced to the cost of meals, social events and dues only.
5. The budget of the conference committee should include any complimentary (sponsors and vendors) packages for all expense items (meals, social events, etc.).
6. Plan all ancillary business and social activities.
7. Handle the printing and mailing of all conference promotional and registration materials. (Conference registrations are mailed to the EASFAA Treasurer).
8. Arrange and manage the registration desk activities.
9. Liaison, as necessary, with hotel, sponsors and vendors and the Chair of the Development Committee, etc. to cure problems that develop throughout the conference.
10. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
11. Other duties as necessary to insure a successful conference.

MEMBERSHIP:

1. Chair, a regular member appointed by the President during her/his year as President-Elect. Chair to have been a member of the previous year's conference committee.
2. Approximately 6 to 8 other members, as necessary, selected jointly by the Chair and the EASFAA President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Experience on a conference committee or other similar organizational activities. Both Chair and members must be Association members.

APPROVED: February 1994

Awards Committee

PURPOSE:

To receive nominations from the membership and to recommend to Regional Council at the Winter meeting names for Life Membership and Distinguished Service Awards.

DUTIES:

1. Request nominations for awards from membership at the time officer nominations are requested.
2. Select recommendations from nominations.
3. Present recommendations to Regional Council at winter meeting.
4. Obtain and present recognition at EASFAA Annual meeting.
5. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

MEMBERSHIP:

1. Chair, Immediate Past President of EASFAA.
2. Other members are President-Elect and Vice President of Association.

TENURE:

Term in office.

APPROVED: February 1994

Budget Committee

PURPOSE:

Maintaining the financial integrity of the Association by recommending for adoption by the Regional Council, a sound plan for the management of the income and expenses of the Association.

DUTIES:

1. Review expense requests and income projections from all officers and committee chairs and recommend a line-item budget to Regional Council at the Annual Retreat.
2. Review the budget on an on-going basis to determine if adjustments should be recommended to Regional Council.
3. Present the status of the approved budget to Regional Council at each of its meetings.
4. All Regional Council members and committee chairs will act prudently with respect to income and expenditure items over which they exercise control, for the good of the Association.

MEMBERSHIP:

Executive Council and at least three (3) members of the Regional Council, appointed by the President. Chair, EASFAA Vice President.

TENURE:

Officers tenure related to their office. Appointed Regional Council members, one year, may be reappointed.

APPROVED: February 1994; Revised November 1998

By-Laws Committee

PURPOSE:

To periodically review both the By-Laws and Association activities and needs to be certain the Association is acting within the By-Laws and to recommend needed changes to the By-Laws.

DUTIES:

1. Review the By-Laws at least annually to determine if changes are needed to keep the Association functioning efficiently.
2. Review the organization, committee structure and functioning to determine that the Association is acting within the By-Laws.
3. When By-Law changes appear necessary, draft proposed new text and rationale for the Council to consider.
4. If amendments are needed, that the procedures, as outlined in Article XVIII Amendments of the By-Laws, be followed.
5. Prepare a budget for annual operations, and account to the Treasurer for all expenditures with necessary supporting documentation.

MEMBERSHIP:

Immediate Past President is the Committee.

TENURE:

Term in Office, passes to new immediate past president each year.

APPROVED: February 1994

Development Committee

PURPOSE:

To marshal outside sources of support for the Association.

DUTIES:

1. Prepare an annual development plan and fund-raising goal for Council approval.
2. Prepare and have printed necessary development literature.
3. Establish a comprehensive listing of potential sponsors and donors.
4. Coordinate the solicitations of sponsors and donors for Newsletter and Directory ads, annual conference vendor spots, monetary and in-kind donations and other approved support activities.
5. Act as liaison between the donor and the relevant Association committees (Newsletter, Membership, Annual Conference, etc.) to resolve difficulties.
6. Assure that sponsors and donors are thanked for all contributions on behalf of the Association.
7. Advise the Treasurer whom to bill, how much and when.
8. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Three or four other members, as necessary, appointed by the Chair with the approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

1. Experience in fund raising or other development activities.
2. Experience working within the governance structure of EASFAA or a state financial aid association.
3. Membership in EASFAA.

APPROVED: February 1994

Electronic Initiatives Committee

PURPOSE:

To support electronic services for EASFAA members.

DUTIES:

1. Maintain the EASFAA Web site.
2. Update the EASFAA Web site calendar.
3. Arrange for membership broadcast messages.
4. Make recommendations regarding enhanced electronic services.
5. Facilitate communication among members via Chairpersons of electronic initiatives committees within each state within the EASFAA region.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Chairpersons of electronic initiatives committees within each state within the EASFAA region serve ex-officio on the committee.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

1. Membership in the Association.
2. Experience with electronic communications including emails and Word.

APPROVED: February 2000

Federal Relations Committee

PURPOSE:

To monitor and influence government financial aid activities and to inform and educate the membership.

DUTIES:

1. To develop and implement a plan to monitor and influence federal financial aid activities.
2. To develop and implement a plan to inform and educate the membership on financial aid issues.
3. To track major federal financial aid initiatives and propose Association positions and methods of comment.
4. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

MEMBERSHIP:

1. Chair, appointed by the President.
2. One to three additional members, as necessary, selected by the Chair with the approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Significant experience with financial aid rules and regulations and an understanding of the federal legislative process. Membership in the Association.

APPROVED: February 1994

Graduate and Professional Concerns Committee

PURPOSE:

To identify and serve the professional needs of financial aid professionals who work with graduate and professional students and to increase their participation in the Association.

DUTIES:

1. Coordinate with state associations and NASFAA to ensure that financial aid professionals working with graduate and professional students are provided with opportunities, in varying formats, to keep current with emerging issues.
2. Develop programs that will help new aid professionals develop their expertise in working with this student population.
3. Provide information to financial aid professionals that will enhance their ability to provide service to their students and their institutions.
4. Work with the Annual Conference Committee to ensure that graduate and professional schools' interests are presented.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Representatives from across the region who represent a wide range of professional contact with graduate and professional students. Committee should be limited to no more than six members, including the Chair.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Experience at institutions that serve graduate and professional students is expected.
Membership in the Association.

APPROVED: November 1998

Long Range Strategic Planning Committee

PURPOSE:

To establish and maintain a Strategic Plan for the Association which is approved by Regional Council.

DUTIES:

1. Identify the areas of activity critical to the Association to keep it strong and viable.
2. Identify new initiatives for the Association.
3. Develop a Strategic Plan which provides the context, goals and timetable for achieving change.
4. Insure that the Strategic Plan consider the budget implications of proposed changes.
5. Prepare a budget for annual operations and Account to the Treasurer for all expenditures with necessary supporting documentation.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Two of three additional members, as necessary, appointed by the Chair with the approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Experience in the governance structure of an aid association or similar organization is helpful. Significant management, planning and budgeting experience is important. Membership in EASFAA.

APPROVED: February 1994

Membership Committee

PURPOSE:

To act to maximize the membership of the Association.

DUTIES:

1. Prepare an annual membership solicitation process which is designed to maximize renewal of memberships and to attract new members.
2. Receive and process membership applications and dues and maintain the membership database.
3. Produce mailing labels, membership rosters, etc. for Association approved purposes.
4. Prepare, print and mail the annual Membership Directory.
5. Prepare a budget for annual operations and to account to the Treasurer for all expenditures with necessary supporting documentation.
6. Work with the Chair of the Development Committee on advertisements for the Directory.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Two to three other members, as necessary, selected by the Chair with the approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Membership in the Association and commitment to working for its advancement.

APPROVED: February 1994

Multicultural Diversity Committee

PURPOSE:

1. Support minority financial aid administrators.
2. Assist minority students in the access to and success in higher education.
3. Further sensitize the higher education community to the issues faced by minorities in higher education.

DUTIES:

1. Develop a comprehensive annual plan to implement the purposes stated above.
2. Develop a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
3. Work with Annual Conference Committee to develop programs which address the annual plan objectives.
4. Recommend to the Regional Council other annual activities to meet committee purposes.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Two or three other members, as necessary, appointed by the Chair with the approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Interest in and commitment to the purposes of the Committee and experience working with similar committees. Membership in the Association.

APPROVED: February 1994

Newsletter Committee

PURPOSE:

To edit and publish the Association's newsletters on a schedule established by Regional Council.

DUTIES:

1. Solicit and edit articles.
2. Do layout.
3. Update website with articles, committee and state reports.
4. Publish one "Conference Highlight" newsletter.
5. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

MEMBERSHIP:

1. Chair, appointed by the President.
2. One or two others, as necessary, to assist with editing and publishing tasks.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Journalism experience as a reporter, editor, etc. is helpful. Significant experience at the management level in financial aid is important. Awareness of the critical issues during a given year is also important. Membership in the Association.

APPROVED: February 1994

Nominations and Elections Committee

PURPOSE:

To prepare a slate of candidates each year for officers of the Association.

DUTIES:

1. Determine the positions to be filled.
2. Solicit nominations for those positions from the membership.
3. Establish a slate of candidates for each vacancy for the regular members to vote on and elect.
4. Mail ballots to voting members. Ballots must be prepared in a way that the validity of each ballot can be ascertained. The signature and printed name of the regular voting member should be a part of each ballot in a way that the vote can still be confidential. A tear-away section on the ballot or the double envelope system should be utilized to ensure confidentiality. Candidates' statements shall be provided in a uniform format and the candidates shall be listed by office in alphabetic order.
5. Count returns.
6. Announce results in the Newsletter and at the Annual Conference Business Meeting.
7. The committee should adhere to the following schedule:

December

--Mail Call for Nominations.

January

--Nominations deadline.

--Committee confers to review procedures and nominee credentials.

--Committee selects slate of officers.

--Ballots are prepared and mailed to voting members, including candidate statements.

--Acknowledgement to unsuccessful candidates.

February

--Ballot return deadline.

March

--Election results reported to Regional Council and membership.

May

--Formal election results announced and accepted at Annual Conference Business Meeting.

8. Prepare a budget for annual operations and account to the Treasurer for all expenditures with the necessary supporting documentation.

MEMBERSHIP:

1. Chair, Immediate Past-President.
2. At least two other members, as necessary, selected by the Chair with the approval of the President.

TENURE:

Chair rotates to the succeeding immediate past-president, other members one year, but may be reappointed.

QUALIFICATIONS:

Members of the Committee must be regular, voting members of the Association. It is helpful if committee members know many financial aid professionals in the region.

APPROVED: February 1994; Revised November 1998

Non-Traditional Concerns Committee

PURPOSE:

To identify and serve the professional needs of financial aid professionals in non-traditional institutions and to increase their participation in the Association.

DUTIES:

1. Define the non-traditional sector(s) and their needs.
2. Prepare a plan designed to achieve the stated purpose for approval by Regional Council.
3. Work with the Annual Conference Committee to insure non-traditional interests are presented.
4. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Two or three additional members, as necessary, selected by the Chair with the approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Experience at a non-traditional institution is important. Membership in the Association.

APPROVED: February 1994

Research Committee

PURPOSE:

To conduct research projects of concern to the Regional Council and the membership.

DUTIES:

1. Prepare a project design for Council approval.
2. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
3. Effect the research and prepare the appropriate report on the research findings.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Other members, as necessary, to conduct the specific activity, selected by the Chair with approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

Experience/expertise in the research area and techniques. Membership in the Association.

APPROVED: February 1994

Site Selection Committee

PURPOSE:

To recommend to the Council specific hotel options and areas for holding the Annual Conference.

DUTIES:

1. Visit hotels in the cities specified by the Regional Council as potential conference sites.
2. Gather specific comparative data on the adequacy of the conference facilities, number and cost of rooms, cost of food, other ancillary costs for such things as audio-visual equipment and other specific contract terms.
3. Gather information on the availability of the various options.
4. Prepare a budget for annual operations and account to the Treasurer for all expenditures with all necessary supporting documentation.
5. Sign contract on behalf of the Association.
6. Select conference sites three years in advance (the year the Chair is Past-President). The process is as follows: At the Retreat, the state representative should indicate if the state wishes to have the conference in their state. During the fall council meeting the state will present three potential sites and at the winter council meeting a recommendation from the President-elect shall be presented to council for approval.

MEMBERSHIP:

The President-Elect is the committee.

TENURE:

Term of office.

APPROVED: February 1994; Revised May, 1995; Revised November 1998

ROTATION:

Conference site rotation: New York, Delaware, New Hampshire, Maine, DC, Connecticut, Puerto Rico, Maryland, Massachusetts, Pennsylvania, Rhode Island, New Jersey, Vermont

Previous EASFAA Conference Sites:

1967 Albany, NY
1968 New Brunswick, NJ
1969 Boston, MA
1970 Philadelphia, PA
1971 Washington, DC
1972 Providence, RI
1973 Philadelphia, PA
1974 Hyannis, MA
1975 Cherry Hill, NJ

1976 Ocean City, MD
1977 Albany, NY
1978 Portland, ME
1979 Hershey, PA
1980 Washington, DC
1981 Hartford, CT
1982 San Juan, PR
1983 Newport, RI
1984 Philadelphia, PA
1985 Boston, MA
1986 Baltimore, MD
1987 Buffalo, NY
1988 Hartford, CT
1989 Portland, ME
1990 Philadelphia, PA
1991 Newport, RI
1992 San Juan, PR
1993 Baltimore, MD
1994 Atlantic City, NJ
1995 Burlington, VT
1996 Lake George, NY
1997 Portland, ME
1998 Washington, DC
1999 San Juan, PR
2000 Foxwoods, CT
2001 Baltimore, MD
2002 Boston, MA

Training Committee

PURPOSE:

1. To enhance the professional development of the membership.
2. To increase the membership of the Association.

DUTIES:

1. Recommend training topics for Council approval.
2. Prepare training curriculum and materials.
3. Schedule training sites and dates. Training sites should be located throughout the region with enough dates so that most members can make the session in a one-day car trip.
4. Print and mail training registration materials.
5. Collect registrations and forward receipts to the Treasurer.
6. Prepare a budget and recommend a fee for Council approval.
7. Account to the Treasurer for all expenditures with supporting documentation.
8. Professional financial aid trainers are not paid for conducting EASFAA training, although their travel expenses are reimbursed. Council may authorize payment for trainers, if they are from outside the profession and demand compensation.

MEMBERSHIP:

1. Chair, appointed by the President.
2. Up to six committee members, selected by the Chair with the approval of the President.

TENURE:

One year, but may be reappointed.

QUALIFICATIONS:

The Chair should be an experienced senior financial aid professional who knows the current issues confronting the profession. Other members should be selected to reflect the geographic and sector areas of the region. Committee members should be selected with a variety of skills, i.e. printing, organizing, site selection and coordinating, curriculum development and training.

APPROVED: February 1994

ISSUE: Advertising-Newsletter

POLICY:

EASFAA will sell up to 6.5 pages per issue of advertising space in the Newsletter at a rate to be established each year by Regional Council.

PROCEDURES:

1. The Chair of the Development Committee is responsible for selling advertising space.
2. Purchase requests from potential advertisers are to be forwarded to the Chair of the Development Committee.
3. The Newsletter editor is responsible for establishing advertising copy submission guidelines and deadlines.
4. The Chair of the Development Committee is responsible for seeing that advertisers submit copy in the correct format and on time. The Newsletter editor has no responsibility to act as a liaison with advertisers.
5. The Chair of the Development Committee notifies the Treasurer who to bill, how much and when and the Treasurer bills the advertiser.

APPROVED: February 1994

ISSUE: Alcohol Reimbursement

POLICY:

EASFAA does not pay for alcohol consumed by members, officers, state representatives, committee chairs, etc.

PROCEDURES:

1. Alcohol ordered at EASFAA meetings, events, dinners, etc. should be ordered by individuals and billed individually.
2. Members of group dinners should request separate checks to avoid having alcohol consumed at the table billed to EASFAA on the group bill.
3. Committee chairs and other event leaders need to remind members of this policy.
4. Members must use official travel expense reimbursement forms to record expenses and are to be responsible to delete alcohol expenses from reimbursement requests.
5. Notwithstanding the above, the Annual Conference Committee may, at its discretion, schedule events during the Annual Conference when alcohol will be served and not billed to the individual.

APPROVED: February 1994

ISSUE: Annual Budget, Construction and Management

POLICY:

The Treasurer, Budget Committee and Regional Council have joint responsibility for establishing and managing the annual budget of the Association, under the leadership of the President.

PROCEDURES:

1. All officers and committee chairs receive budget sheets and prior year budget information for their area prior to the Annual Retreat. Using those documents and their own plans for the year they submit a budget request at the direction of the President.
2. The Budget Committee under the leadership of the Vice President, reviews all expenditure requests and the income projections and prepares a recommended line-item budget for the Regional Council to review, amend as necessary and approve at the Annual Retreat.
3. The Treasurer prepares a written budget status report for each Council meeting. The Council may amend the budget at Council meetings and approve over-expenditures. When over-expenditures are approved the original budget should be amended. The line-item should be marked and noted as an increase from the original budget so that projections and actual numbers can be compared as the year progresses.
4. The Budget Committee may make budget decisions and approve over-expenditures, if necessary, between Council meetings. Such actions should be reported to Council at its next meeting.
5. If possible, monthly budget reports should be sent to the Budget Committee.
6. Individual Council members are responsible to review and question all line items in the periodic budget reports for the good of the Association.
7. All Council members will act prudently with respect to income and expenditure items over which they exercise control, for the good of the Association.
8. The Treasurer is responsible for monitoring the budget and bringing to the attention of the Budget Committee serious emerging budget problems as early as possible.

APPROVED: February 1994; Revised November 1998

ISSUE: Audit, Annual

POLICY:

The Association's finances are to be audited annually by an independent CPA recommended by the Treasurer and approved by the Regional Council.

PROCEDURES:

1. The Treasurer and auditor should begin the annual process not later than June 30 each year. The auditor will specify the information needed to conduct the audit. It will include at least the following:
 - a. a statement describing the sources of income and expenses for the year,
 - b. copies of invoices and canceled checks,
 - c. the Association checkbook.
2. The auditor will prepare a draft audit report and discuss, refine and finalize it in consultation with the Treasurer.
3. The Treasurer will prepare the annual financial statement to be presented to the membership at the Annual Business Meeting, in conjunction with the auditor.
4. The auditor prepares the annual federal tax return as part of the annual audit.

APPROVED: February 1994

ISSUE: Awards

POLICY:

The Association offers the following awards annually or as appropriate. Selection for each award is described in the policy of each specific award.

PROCEDURES:

1. LIFE MEMBERSHIP (HONORARY LIFE MEMBERSHIP)

EASFAA's highest award is given to individuals who have made an outstanding and sustained contribution to student financial aid. Awarded upon approval of 2/3 of the EASFAA Council, given at the annual conference and recognized by a permanent plaque-style membership certificate. Nominations may be made by any member of the Association. Nominations are reviewed by a committee consisting of the immediate past president, the president elect, and the vice president. (Honorary applies to individuals who are not eligible to be regular members of the Association.)

2. DISTINGUISHED SERVICE AWARD

Given to individuals who have made significant contributions to EASFAA through leadership, activities, and/or research in financial aid. Recognizes service to our Association over a period of professional involvement, not a single event or activity. Awarded no more often than once a year at the annual conference. Awarded only at such times as a suitable recipient is clearly identified. Nominations may be made by any member of the Association. Nominations are reviewed by a committee consisting of the immediate past president, the president-elect, and the vice president. One or more names recommended to the EASFAA Council. Approval by 2/3 vote of the Council necessary to give the award. (This award is not intended as recognition for EASFAA officers for their service in office along.)

3. LEADERSHIP AWARD

May be given annually to recognize individual(s) who has (have) provided outstanding leadership to the Association or to an Association activity in the preceding year. Given at the annual conference. Nominees are determined by the Executive Committee and one or more names submitted to the EASFAA Council. Recipient(s) must be approved by a majority vote of the Council. (This award is not intended to recognize the President of the Association for his/her year in Office.)

4. OUTSTANDING VOLUNTEER AWARD

Awarded to recognize individual(s) for outstanding service performed to our Association as a non-elected volunteer. Nominees are determined by the Executive Committee and one or more names submitted to the EASFAA Council. Recipient(s) must be approved by a majority vote of the Council.

5. PRESIDENT'S RECOGNITION FOR SERVICE TO THE ASSOCIATION

Given at the discretion of the president to recognize service to the Association within a given year by officers, committee chairs, committee members, or others. Presented at the annual conference. May take the form of certificate, gifts, or other appropriate tokens. (Such recognition does not preclude receipt of an Association Award.)

6. COMMITTEE RECOGNITION

Given at the discretion of the president to any committee(s) of the Association

determined to have made an outstanding contribution to the activities of the Association within a particular year. Given at the annual conference.

7. RETIREMENT RECOGNITION

Given at the time of retirement to a member of the Association retiring from professional work, whose most recent career has been in financial aid, and whose service in the profession is at least 15 years. Given at the annual conference or other suitable time. (Those given at other times, for whatever reason, are recognized at the next annual conference.)

8. FIFTEEN, TWENTY, TWENTY-FIVE YEAR SERVICE RECOGNITION

Recognition of a professional career in student financial aid for periods of at least the time specified for each level. Designated by special ribbon for name badge at the annual conference and by recognition at the annual business meeting or some other suitable time during the conference. Recipients determined by question on conference registration form and appropriate ribbon provided with conference packet.

APPROVED: February 1994

ISSUE: Check Signing

POLICY:

1. The signature of the Treasurer is sufficient on checks up to \$3,000.
2. The signatures of the Treasurer and President are both required on checks above \$3,000.
3. No checks are to be written without paper documentation of the expense.
4. The signature on an EASFAA check cannot be the same as the payee.

PROCEDURES:

1. The Treasurer is responsible for paying all bills of the Association. Thus, the Treasurer collects and keeps all paper documentation (bills, travel vouchers, etc), enters amounts to the account ledger and prepares checks.
2. As necessary, the Treasurer forwards checks to the President for signature with whatever documentation the President needs to see to justify her/his countersignature.

APPROVED: February 1994; Revised November 1998

ISSUE: Contracts

POLICY:

EASFAA has a number of regular contractual obligations which are entered into according to the following policies:

1. The Treasurer recommends a contractual relationship with an auditor, the Regional Council approves the contract and the Treasurer signs the agreement.
2. The Annual Conference Site Selection is handled by the President-Elect. The Council approves the site and terms and conditions and the President-Elect signs the agreement.
3. A number of minor contractual matters arise annually in planning the Annual Conference. The President is responsible for negotiating those ancillary arrangements and for signing the agreements.
4. Other contractual matters that may arise from time to time should be brought to the President and Executive Committee for discussion. Generally the President and Executive Committee should bring such matters before the entire Council for discussion and decision. However, from time to time, the President and Executive Committee may determine that the matter is minor, routine or of such pressing importance that a decision cannot await a full Council meeting. In such cases the President may obligate the Association with the advise and consent of the Executive Committee.
5. No member of EASFAA has the authority or responsibility to contractually bind the organization except as noted above.

PROCEDURES:

The necessary procedures are embodied in the individual policy statements above.

APPROVED: February 1994

ISSUE: Credit Cards

POLICY:

The Past President, President, President-elect and Treasurer are authorized to have credit cards with \$2,500 credit limits.

PROCEDURES:

1. The Treasurer manages the credit card records and pays bills.
2. The Past President, President and President-Elect are to give the Treasurer a monthly detailed accounting of all charges, in writing and with receipts. EASFAA officers with credit cards are required to provide documentation of expenses and/or reimbursement for non-EASFAA reimbursed business-related expenses charged on EASFAA credit cards to the Treasurer of EASFAA within 30 days from the date of the charge. If no documentation/reimbursement is received by the Treasurer, the credit card will be cancelled at the discretion of the EASFAA Executive Council. Non-EASFAA reimbursed business-related expenses should not be charged to an EASFAA credit card.
3. The Treasurer is to keep a written record of all her/his credit card charges for audit purposes.
4. The Past President and Treasurer are to turn in their cards to the Treasurer when they leave office.
5. Credit card statements are to be reviewed monthly by the Budget Chair.

APPROVED: February 1994; Revised November 1998

ISSUE: Directory, Annual Membership

POLICY:

1. EASFAA will publish and distribute a membership directory annually.
2. It is EASFAA's policy not to provide mailing labels except for official EASFAA uses.

PROCEDURES:

1. The oversight responsibility for the Directory lies with the Chair of the Membership Committee. The Chair of the Membership Committee reports to the Vice President.
2. The printing and mailing responsibility lies with the manager of the membership database, unless otherwise assigned by the Membership Chair. The database manager is a member of the Membership Committee or a paid staff member reporting to the Committee.
3. The EASFAA computer contains the membership database and is passed on from the Chair of the Membership Committee to the next Chair.
4. The Directory will be published annually and will include the current membership year.
5. The Directory will contain, at a minimum, the names, titles, institutional names, addresses and telephone numbers of all current dues-paying members, and such other information as the Membership Committee may propose.
6. The Directory will have two sections, as follows: alpha by institution within state and alpha by member's last name.
7. The Directory should be printed early enough in the year so it can be mailed third class and reach the membership by late January.
8. The Directory is mailed to all current members. It may also be mailed to such other financial aid professionals, government officials and related colleagues as may be approved by Regional Council and who are friends of the Association and/or can provide beneficial assistance.
9. The Directory may contain advertising with no limit. It is, therefore, necessary for the Membership Chair and the Development Chair to coordinate so that the maximum revenue can be derived from the annual process without delaying the printing of the Directory beyond January each year.
10. If the Directory contains advertising the Chair of the Development Committee notifies the Treasurer who to bill, how much and the Treasurer bills the advertisers.

APPROVED: February 1994

ISSUE: Dues, Annual Membership

POLICY:

Membership dues are established annually by the Regional Council. Membership is individual, not institutional. If a member loses her/his eligibility for voting membership, as defined in the By-Laws, because of a change in employment or other such circumstance, she/he loses the right to vote despite the fact dues are not refunded. However, the person maintains associate membership status for the balance of that membership year. The membership year is from July 1 to June 30.

PROCEDURES:

1. Membership classifications are decided by the Chair of the Membership Committee, and the database is so designated.
2. A member may change her/his title and/or institutional affiliation during the membership year.
3. Once paid, the membership belongs to the individual, not the institution, regardless of who paid the dues. This statement should be printed on all forms soliciting membership dues.
4. Annual dues are not refundable and this should be printed on all forms soliciting membership dues.
5. Annual dues are \$50 and are paid either as part of the Annual Conference registration or separately with the completion of the annual membership application.
6. Payment can be made by check or credit card (Mastercard or Visa). EASFAA does not bill for membership dues.
7. The Chair of the Membership Committee is responsible for implementing these procedures.

APPROVED: February 1994; Revised May 2004

ISSUE: Fee, Annual Conference Registration

POLICY:

The registration fee for the Annual Conference is established by the Regional Council.

PROCEDURES:

1. The fee recommendation, together with supporting information, is made by the Chair of the Annual Conference Committee.
2. The fee decision should be made no later than the winter meeting of the Regional Council.
3. The financial objective is that the Annual Conference breaks even and should never run at a deficit. In the case of uncertainty, the Council should err on the side of producing new income.
4. As a general guide, the conference should be planned and the fee should include most of the meals during the conference so attendees do not have to eat on their own. Many members have difficulty being reimbursed for per diem expenses.
5. There will always be a comprehensive fee for the conference. In addition, depending on the conference site, a daily fee may be useful to bring in members and others (such as admissions officers and school counselors) who otherwise would not attend. If in the judgment of the Regional Council a daily fee is appropriate, one may be approved. Care should be exercised, however, so that a daily fee does not reduce comprehensive fee registrations.
6. Any sponsor/vendor package that includes complimentary fees must be included in the budget projections.
7. Conference Committee members' fee will cover only cost of meals, social events and dues.
8. Payment can be made by check or credit card (Mastercard or Visa). EASFAA does not bill for the conference fee.

APPROVED: February 1994; Revised May 2004

ISSUE: Fee Waivers

POLICY:

All EASFAA members and those non-members eligible for regular membership in EASFAA are expected to pay all fees for any EASFAA events for which they wish to register and attend. The Council sets fees for EASFAA activities.

PROCEDURES:

1. The committee person or officer responsible for handling registrations for various events is responsible for maintaining an up-to-date listing of paid registrants.
2. The people responsible for on-site registrations for various events are to deny registration materials and access to people who have not paid.
3. It should be recognized that vendors and sponsors at the Annual Conference are accorded free registrations in consideration for their sponsorship fees.
4. Other participants in EASFAA activities (such as trainers and Annual Conference presenters) who are not EASFAA members and not eligible for regular membership in EASFAA may attend the EASFAA activity in which they are participating without paying registration fees.

APPROVED: February 1994

ISSUE: Honoraria

POLICY:

In general EASFAA does not pay honoraria for presenters, speakers, trainers, etc., although exceptions are occasionally made. Honoraria are never paid to EASFAA members or to financial aid professionals, whether from the EASFAA region or elsewhere. (A financial aid professional is defined as someone eligible for regular association membership in EASFAA or who would be if she/he lived in the region.

PROCEDURES:

1. In general, planners of workshops, training sessions, the Annual Conference, etc. should attempt to use aid professionals from the EASFAA region and others who will not expect or require an honorarium.
2. Honoraria will only be paid to general session speakers at the Annual Conference, not break-out session presenters or moderators. Similarly, with other workshop, training activities, etc. only major participants may receive honoraria.
3. Any honoraria to be paid should be discussed with Regional Council as part of the fee-setting decision for the activity. In all cases, the responsible committee must keep within the established budget for the activity, including the cost of honoraria.
4. It is imperative that the policy on honoraria as well as the travel reimbursement policy be shared in writing with those who are asked to be part of EASFAA programs.
5. Because each committee chair is responsible for bringing budget and fee requests to the Council for approval, only chairs should discuss honoraria with potential program participants. Committee members may not make honoraria commitments.
6. As a guideline, honoraria should be kept to a minimum and only exceed \$300 in an unusual circumstance and with a major speaker.
7. The basis for the above is that EASFAA is a membership organization operated with the voluntary efforts of its members. It is, therefore, incumbent upon us to always seek out friends, colleagues and associates whose contributions will be volunteered.

APPROVED: February 1994

ISSUE: Incorporation, Private Non-Profit

POLICY:

EASFAA will maintain its status as a private non-profit entity incorporated in one of the jurisdictions within the EASFAA region.

PROCEDURES:

1. It is the responsibility of the Treasurer to see that the Association maintains its status.
2. The Treasurer will maintain records certifying non-profit status.
3. As necessary, the Treasurer will work with the CPA to accomplish whatever filings are necessary to maintain the status.
4. Because EASFAA is incorporated in Massachusetts as a private non-profit organization, it must file a federal non-profit tax return annually. The auditor prepares the federal tax return as part of the annual audit process.
5. There is no requirement to file a state income tax return in Massachusetts.
6. Since June 28, 1989, the Association has been permanently incorporated in Massachusetts as a private non-profit entity.
7. EASFAA's FID # is 222521580.

APPROVED: February 1994

ISSUE: Investment Policy

POLICY:

EASFAA resources are to be invested to produce maximum income while protecting principal.

PROCEDURES:

1. Resources are to be invested to yield substantially greater returns than are paid by typical passbook accounts. The investments do not need to be guaranteed or insured but should be conservative and have a substantial history for reliability. Such things as CD's with sound banks, commercial paper, money market funds and short-term government bonds (such as 91-day, 6 month and 1 year Treasuries) are ideal for consideration.
2. The Treasurer is responsible for estimating the cash flow needs of the Association and, thus, the amounts of money available for investment and the lengths of the investments.
3. The Budget Committee is responsible for approving the Association's investment strategy and should review and approve the strategy at least annually, and more often if economic conditions warrant.
4. The Treasurer is responsible for implementing the approved investment strategy, using professional advise and assistance as necessary.

APPROVED: February 1994

ISSUE: Policies and Procedures

POLICY:

The Secretary of the Association is to maintain a current listing of all policies and procedures of EASFAA.

PROCEDURES:

1. Prepare a Policies and Procedures Manual.
2. Disseminate the manual to Regional Council and committee chairs.
3. Prepare additions and changes from time to time, as necessary.
4. Disseminate changes to the Regional Council.
5. Check policy and procedure recommendations for consistency with the By-Laws and other policies.
6. Forward lapsed policies to the Historian for Archives of the Association.

APPROVED: February 1994

ISSUE: Refund, Annual Conference Registration Fee

POLICY:

Under certain circumstances, established by Regional Council, the conference registration fee is refundable.

PROCEDURES:

1. The refund policy should be stated on the Annual Conference registration form.
2. The policy is that normally refunds are granted if requested in writing and the request is postmarked at least two weeks before the first day of the conference.
3. Under extenuating circumstances, such as illness, the two-week deadline may be waived. Such refunds may be authorized either by the Conference Committee Chair or by the Treasurer. They may request whatever documentation they deem appropriate on a case-by-case basis or may authorize a refund with no documentation. It is important that these officials consult, however, so that there is consistent treatment of members each year and so that a member who might be rejected by one officer is not approved by the other.
4. Other members of the Regional Council are not authorized to approve refunds.

APPROVED: February 1994

ISSUE: Re-print Permission

POLICY:

It is the policy of EASFAA to grant re-print permission, without charge, to authors and publications who contact us asking for permission to re-print.

PROCEDURES:

1. Any request for permission to re-print from EASFAA materials should be forwarded to the Chair of the committee responsible for the materials, such as the Editor of the Newsletter.
2. The responsible chair should write authorizing re-print permission, without charge, and cautioning the author/publisher that it is important to cite EASFAA as the source in the standard stylistic format.
3. The committee chair should copy the Secretary for the record.

APPROVED: February 1994

ISSUE: Reserve Fund

POLICY:

To build and maintain a reserve equal to one-third of the annual operating budget.

PROCEDURES:

1. When establishing the annual budget each year the Treasurer and Regional Council should approve income and expenses that, taken together, will move the Association in the direction of achieving and maintaining the reserve policy as stated in the Strategic Plan.
2. The Treasurer and Council should take a similar view when approving mid-year budget adjustments.
3. Dues and fees for such things as the Annual Conference and training, as well as the Development goals should be set, in part, with consideration to building and maintaining the reserve at the stated policy level.
4. Approximately one-third of the reserve should be invested in a liquid fashion so that the funds are available without penalty should they be needed in an emergency. The remaining two-thirds can be invested longer term if it will produce more income.

APPROVED: February 1994

ISSUE: Rooms, Complimentary

POLICY:

Generally the annual conference hotel contract will include complimentary rooms as part of the package. Complimentary rooms are distributed according to the procedures outlined below:

PROCEDURES:

1. The Chair of the Annual Conference Committee is responsible for assigning complimentary rooms in the following order.
2. The President and President-Elect should receive a complimentary suite.
3. Any remaining rooms should be distributed to guest speakers whose rooms would otherwise be paid for by the Association.
4. If there are rooms remaining, the Conference Committee Chair receives a complimentary room.
5. If there are rooms remaining, other EASFAA officers receive complimentary rooms, in the following order; Vice President, Treasurer, Secretary and Past President.

APPROVED: February 1994

ISSUE: Sponsors and Vendors

POLICY:

EASFAA will solicit sponsor and vendor support for the Association through:

- Cash contributions
- In-kind contributions
- Newsletter advertising
- Directory advertising
- Sponsorship at the Annual Conference
- Other methods, as approved by the Regional Council

PROCEDURES:

1. The Chair of the Development Committee is responsible for soliciting all sponsor and vendor support.
2. The annual development plan, vendor fees, advertising rates, etc. are proposed by the Chair of Development and approved by the Council as part of the annual budget construction process.
3. The Chair of the Development Committee is to provide liaison, as necessary, between advertisers and the Newsletter and Directory publishers and between vendors and the Annual Conference Committee.
4. The Chair of the Development Committee is responsible for advising the Treasurer who to bill, how much and when. The Treasurer is responsible for all billing.
5. Sponsor/Vendor complimentary conference registration will be included in the budget as follows: Total sponsor/vendor contributions minus membership dues will be listed under revenue from sponsor/vendors. The portion that is membership dues will be put in in the budget under membership revenue with a note by the sponsor/vendor revenue to indicate the amount included in the membership revenue.

APPROVED: February 1994

ISSUE: Tax Exempt Status

POLICY:

EASFAA will maintain its tax exempt status by complying with all pertinent regulations.

PROCEDURES:

1. The Treasurer is responsible for seeing that the Association maintains its tax exempt status.
2. The CPA is responsible for filing necessary forms, reports, etc. to maintain our status and for advising the Association of problems in this regard.
3. At this time our tax exempt status is permanent provided we file federal tax returns in a timely fashion.
4. Our FED # is 222521580.

APPROVED: February 1994

ISSUE: Travel Expense Reimbursement

POLICY:

1. EASFAA members traveling on EASFAA business (Council business, committee business, training, etc) are entitled to reimbursement of necessary and documented travel expenses according to EASFAA Reimbursement Guidelines.
2. EASFAA members, or those eligible for regular membership in EASFAA are not entitled to travel expense reimbursement for participation in the Annual Conference. Participation in the Annual Conference by EASFAA aid professionals is considered a professional responsibility.
3. Non-EASFAA members who are not eligible for regular membership in EASFAA are entitled to reimbursement of necessary and documented travel expenses for approved participation in official EASFAA activities.

PROCEDURES:

1. Because of the travel expense involved in all EASFAA activities, committee chairs should schedule meetings, events, workshops, etc. in ways that minimize travel costs. For example, use conference calls, schedule meetings centrally so people can drive rather than fly, schedule meetings in areas where more than one participant lives so travel and hotel costs are minimized, schedule meetings well in advance in order to take advantage of low air fares, etc.
2. Travel costs are reimbursed as stated in the EASFAA Reimbursement Guidelines.
3. EASFAA does not cover expenses for Regional Council members which are normally covered by a member's institution, such as travel to the Annual Conference and NASFAA. EASFAA does reimburse the current President for all relevant expenses to attend the annual NASFAA conference.
4. The Treasurer is responsible for distributing travel expense reimbursement vouchers and copies of the Guidelines to all members of the Council and committee chairs. Extra copies should be given to committee chairs for distribution to committee members.
5. All requests for reimbursement are to be submitted to committee chairs for counter-signature and to the Treasurer for payment. Committee chairs are responsible to see that only legitimate and documented expenses are claimed.
6. Reimbursement policies are to be explained in writing to people being asked to serve EASFAA with travel costs reimbursed.
7. All airline tickets (for Executive Board and Committee Meetings) must be arranged through the EASFAA travel agent. The President and chairpersons can waive this requirement if it creates a problem. Without prior approval, airline costs will not be reimbursed.
8. The reimbursement rate for mileage will be the current federal rate as published in the IRS guidelines.
9. Within budgetary constraints, those traveling on EASFAA business are entitled to a single room at no additional charge.

APPROVED: October 1996

AMENDED: February, 2002

ISSUE: Voting Policy

POLICY:

Voting privileges are extended to the elected officers of EASFAA and state representatives as designated by each state annually for the period of June 1 to May 31 (EASFAA's fiscal year).

PROCEDURES:

If the designated state representative is unable to attend a council meeting, she/he may designate a substitute for an entire council meeting by notifying the President in writing by the beginning of the meeting.

APPROVED: May 1994